

Assurance Council



MINUTES

1/19/10

10:30-11:25

COMITIUM

MEETING CALLED BY Bruce Chrisman

TYPE OF MEETING Fermilab Assurance Council

FACILITATOR Bob Grant

NOTE TAKER M. Tolian

ATTENDEES	B. Chrisman	B. Grant	A. Filak	B. Boroski
	C. Conger	D. Carlson	G. Leonard	G. Bock
	L. Hill	K. Van Vreede	N. Grossman	T. Miller
	R. Ortgiesen	V. White		
	J. Cotton	J. Heyes		

Agenda topics

- New H Clause on Contractor Assurance
- Discuss the Fermilab Director's Policy Manual and Associated Changes

DISCUSSION

New H Clause – A matter of concern? The Office of Science is interested in creating some level of uniformity across its laboratories. George Malosh asked for commonality across labs and PNNL offered to develop a program and then sent it to INL, which is a Batelle lab. Lengthy discussion followed.

B. Grant has lines of inquiry, and will forward to the Assurance Council Members.

Policy Manual – Implementation practices buried in existing policies. B. Chrisman proposes that implementation guidelines be separated out. Generally, the hierarchical approach is preferable, with references to the lower level implementation procedures. The high level document would not have to be changed often; the levels below would change frequently.

D. Carlson would like to see at least some implementation guidelines included in the Policy Manual - or possibly an interpretation rather than an implementation guideline.

B. Chrisman, G. Leonard & B. Grant will meet and create a draft Policy on Policies prior to the next Assurance Council meeting.

ITEMS FOR FOLLOW-UP

Next AC meeting – 2/2/10

Continue discussion of H clause in preparation for B. Chrisman's COO meeting on 2/9-10
Review Policy on Policies

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/OOBP/AC.htm>